

CK Stock Take

A Utility for the Pegasus Opera II/3 Accounting System

User Manual

(Updated 28/01/11)

CK STOCK TAKE

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1.0 Introduction & Product Overview

CK STOCK TAKE is a utility for the Opera II/3 accounting systems which allows the users to “freeze” the current Opera in-stock quantity figures and displays them on a browse screen. The end user can then enter their counted Stock take quantities onto this browse screen and then the utility will post the required **Stock Take** adjustments to amend the current computer in-stock quantities to the counted quantity. The browse screen is displayed by **warehouse** and can be ordered by **Stock Reference** or **Bin location** and a full audit trail report of the adjustment postings is produced.

The purpose of this manual is to ensure that you setup and use **CK STOCK TAKE** correctly.

Should you experience any problems when running **CK STOCK TAKE** or you have any queries or comments regarding this product please contact **CK Systems** by telephone on **01384 245243**. Alternatively you may contact us by fax on **01384 245250** or by **e-mail** to support@ckca.co.uk.

* * * * **IMPORTANT NOTE** * * * *

FOR CK STOCK TAKE TO RUN CORRECTLY THE OPERA II/3 TOOLKIT MODULE MUST BE ACTIVATED ON THE SYSTEM.

DISCLAIMER

Although programs are tested by **CK Systems** before release, no claim is made concerning the accuracy of software. **CK Systems** cannot assume liability or responsibility for any loss or damage arising from use of these programs. It is a condition of every sale or purchase of **CK STOCK TAKE** that the purchaser accepts all such risk and such acceptance shall have deemed to be given when the purchase is made.

2.0 Installation & Activation of **CK STOCK TAKE**

For detailed instructions on the installation and activation of **CK STOCK TAKE** please refer to the separate **CK Activation and Installation** guide. Once installed and activated you can then proceed to the next step below

***** **IMPORTANT – ALWAYS TAKE AT LEAST ONE DATA BACKUP EACH TIME BEFORE RUNNING THIS UTILITY!** *****

3.0 **CK STOCK TAKE** Utility



The **CK Stock Take** utility is accessed from the main **Supply Chain Management\Stock** menu.

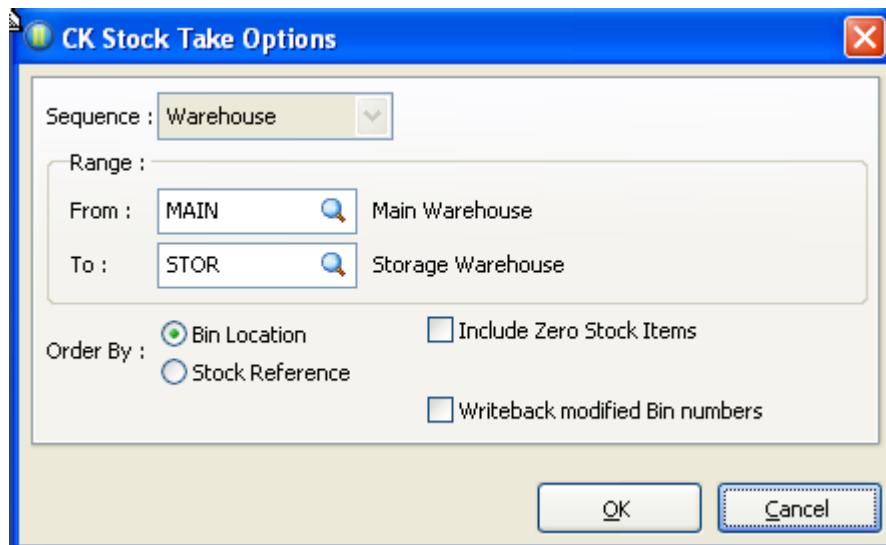
The utility should only be run with **Exclusive access to the Stock files** therefore ensure no-one is processing in any part of the system that involves updating the stock files (ie SOP\POP\BOM\Costing and stock).

As the utility “freezes” the stock any movements made after this would not be reflected in the browse screen in-stock figures so would lead to incorrect stock adjustments being posted.

The utility is also designed for **single user input only**.

3.1 USING CK STOCK TAKE

Select **CK Stock Take** from the Stock module menu. This loads the criteria screen.



Sequence: Defaults to **Warehouse** – this cannot be amended.

Range: Allows you to filter the Stock products by **Warehouse**. Choose either the warehouse you wish to see on the browse screen or a range of warehouses.

Order By: Choose an option to filter the products on the browse screen. The Choices are by **Bin Location** or by **Stock Reference**.

Include Zero Stock Items: Tick the box to include **ALL** stock items regardless of in-stock quantities. By default only stock items that have a quantity in-stock will be presented for adjustment.

Writeback modified Bin numbers: Tick the box to update the bin location on the stock file. If the stock item is in the incorrect bin per the computer, this can be amended also.

Once all the criteria have been set choose **OK** to load the **CK Stock Take** browse screen. You will receive a warning saying that a **backup should be taken before updating**.

3.2 STOCK TAKE ADJUSTMENT BROWSE/ENTRY SCREEN

The **CK Stock Take** browse/entry screen is where the physical count adjustments are entered.

The utility takes a snapshot of the current in-stock quantities based on the criteria selection.

W/H	Stock Code	Bin Loc	Computer	Counted	Description
MAIN	FILTER001	BIN1	25.00	25.00	Engine Oil Filter GL3AC
MAIN	CMAT044		355.00	355.00	Car Mat - Small
MAIN	CMAT109		317.00	317.00	Car Mat - Medium
MAIN	CMAT122		259.00	259.00	Car Mat - Large
MAIN	DTRON16		93.00	93.00	Dialotron 16 Mobile Telephone
MAIN	DTRON32		65.00	65.00	Dialotron 32 Mobile Telephone
MAIN	ECAF001		173.00	173.00	Poppy Coral Air Freshener
MAIN	ECCD001		11.00	11.00	Digital Compass
MAIN	ECHC001		38.00	38.00	Heat and Massage Cushion
MAIN	ECMH001		10.00	10.00	Mobile Phone Holder - Silver
MAIN	ECRD001		94.00	94.00	Uniden LDR6157 Radar Detector
MAIN	ENTPACK01		144.00	144.00	Entertainment Package - With Phone
MAIN	FAK01		34.00	34.00	First Aid Kit
MAIN	FAK02		96.00	96.00	First Aid Kit (No Label)
MAIN	FPP883		21.00	21.00	Foot Pump
MAIN	FUS269		5/970	5/970	5 amp Fuses - Box of 1000
MAIN	HSSW001		4.00	4.00	High Security Steering Wheel
MAIN	HSWB001		18.00	18.00	High Security Steering Wheel Bar
MAIN	JCK102		-14.00	-14.00	Car Jack
MAIN	LABEL		43/000	43/000	Company Logo Labels - Box of 1000

The **Counted** column defaults to the same in-stock quantity as the **Computer** column. This is to Save time on data entry. The **adjustment** that will be posted is the difference between the **Computer** and **Counted** column and a positive or negative adjustment will be made as necessary.

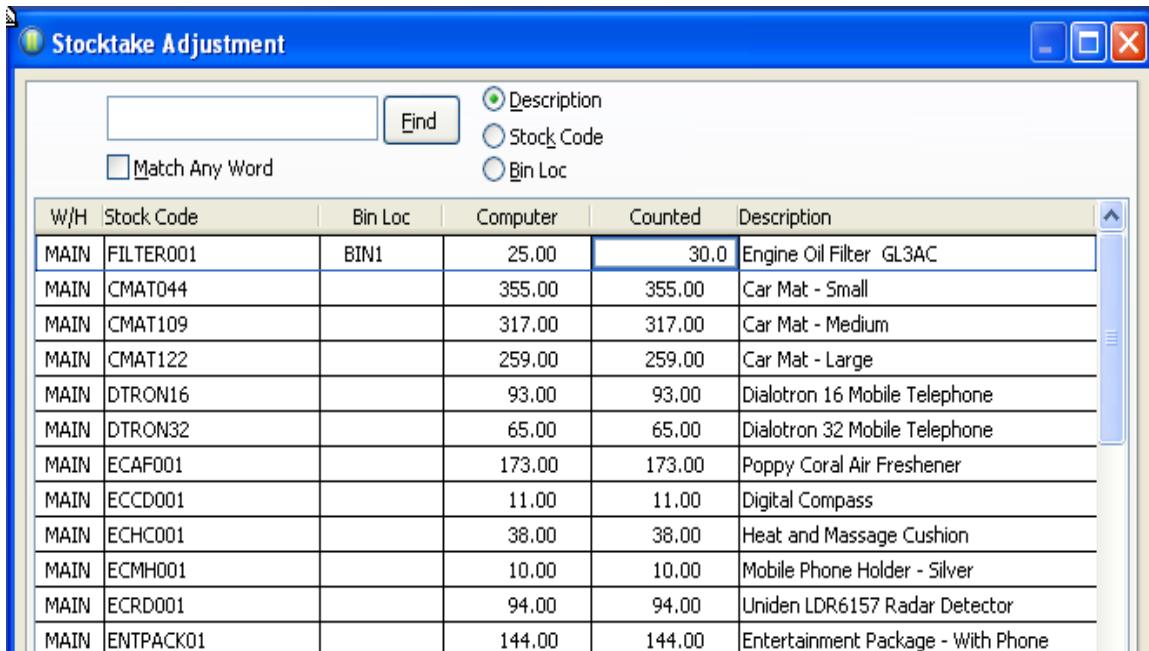
NB: The amount entered in the counted column should be the actual count quantity that should be in-stock and not the adjustment to the current computer in-stock quantity.

At the foot of the browse screen is a **Microsoft Excel** icon. Clicking on this will create a spreadsheet based on the information in the browse screen. This can be used for information purposes or used as the physical count sheet. **There is no import routine to update the adjustment screen from a spreadsheet.**

Find: If you want to move to a particular item quickly enter your search parameter in the entry box and click the find button. This will take you to the item on the adjustment screen.

Description:
Stock Code:
Bin Loc: Used in conjunction with the find to define where the system should search for the criteria entered.

Match any Word: Allows any part of the text entered in the find criteria to be searched upon. If left un-ticked the search will only find exact matches.



W/H	Stock Code	Bin Loc	Computer	Counted	Description
MAIN	FILTER001	BIN1	25.00	30.0	Engine Oil Filter GL3AC
MAIN	CMAT044		355.00	355.00	Car Mat - Small
MAIN	CMAT109		317.00	317.00	Car Mat - Medium
MAIN	CMAT122		259.00	259.00	Car Mat - Large
MAIN	DTRON16		93.00	93.00	Dialotron 16 Mobile Telephone
MAIN	DTRON32		65.00	65.00	Dialotron 32 Mobile Telephone
MAIN	ECAF001		173.00	173.00	Poppy Coral Air Freshener
MAIN	ECCD001		11.00	11.00	Digital Compass
MAIN	ECHC001		38.00	38.00	Heat and Massage Cushion
MAIN	ECMH001		10.00	10.00	Mobile Phone Holder - Silver
MAIN	ECRD001		94.00	94.00	Uniden LDR6157 Radar Detector
MAIN	ENTPACK01		144.00	144.00	Entertainment Package - With Phone

To enter a new counted value or a new bin location, click into either the **Counted** or **Bin Loc** fields next to the product you want to amend and type your changes here.

These are the only fields that can be **edited**, click into other fields and they are greyed out and cannot be altered.

Continue entering the count figures as required.

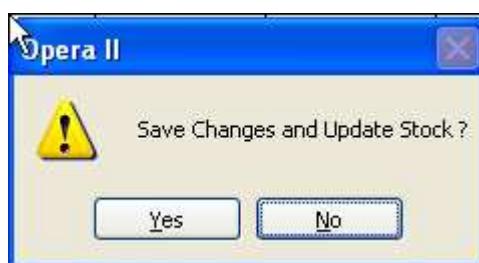
MAIN	FAK02		96.00	96.00	First Aid Kit (No Label)
MAIN	FPP883		21.00	21.00	Foot Pump
MAIN	FUS269		5/970	5/970	5 amp Fuses - Box of 1000
MAIN	HSSW001		4.00	4.00	High Security Steering Wheel
MAIN	HSWB001		18.00	18.00	High Security Steering Wheel Bar
MAIN	JCK102		-14.00	-14.00	Car Jack
MAIN	LABEL		43/000	43/000	Company Logo Labels - Box of 1000



Cancel: If you want to cancel any items entered so far and stop the current stock take choose this. You will be prompted to confirm cancellation and if confirmed the stock take is cancelled and no adjustments are posted.

Save: If you are part way through the stock take and you wish to save the entries made so far but not yet post the adjustments, then choose save and you are prompted to confirm, then the stock take is saved and will be reopened when you go back into the criteria screen. Any quantities amended are saved but no adjustments are posted at this point. **If you wish to print the progress so far then this can be done using the printer icon on the Opera toolbar.**

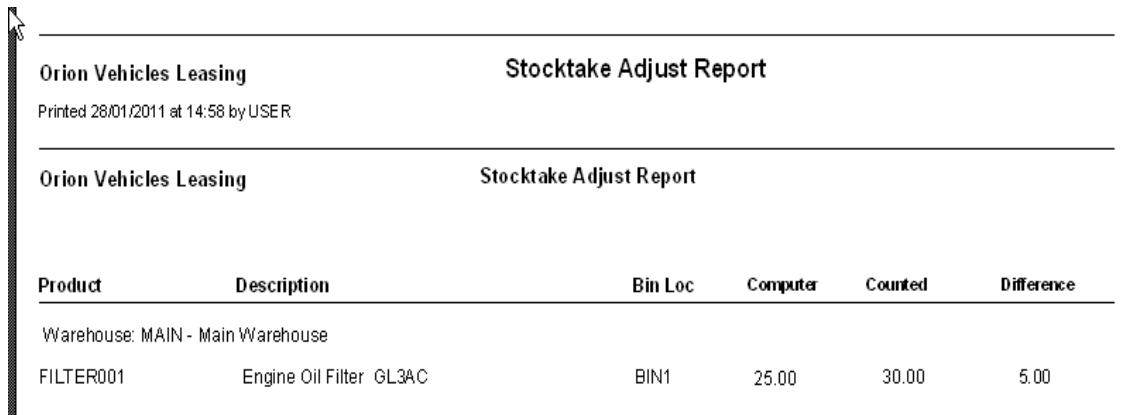
Print & Update: When all the quantities counted have been entered selec print & update. You are asked to confirm that you wish to post the adjustments.



The Opera Printer Publisher is opened where you can choose an output option for the adjustment report to be produced. You have the standard Opera options available; **Screen\Printer\File (pdf etc)\Email**.

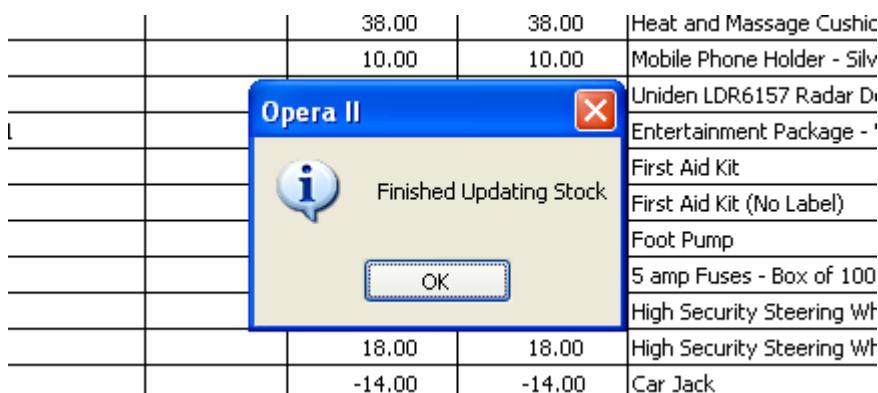
The report produced is an audit trail showing the Stock item and location, its original computer quantity, the actual count quantity entered and the difference which is to be posted.

Remember it is the difference that is posted as an adjustment not the counted quantity.



Orion Vehicles Leasing		Stocktake Adjust Report			
Orion Vehicles Leasing		Stocktake Adjust Report			
Product	Description	Bin Loc	Computer	Counted	Difference
Warehouse: MAIN - Main Warehouse					
FILTER001	Engine Oil Filter GL3AC	BIN1	25.00	30.00	5.00

Once the printing has been completed the transactions are posted.



		38.00	38.00	Heat and Massage Cushtic
		10.00	10.00	Mobile Phone Holder - Silv
				Uniden LDR6157 Radar D
				Entertainment Package - '
				First Aid Kit
				First Aid Kit (No Label)
				Foot Pump
				5 amp Fuses - Box of 100
				High Security Steering Wt
		18.00	18.00	High Security Steering Wt
		-14.00	-14.00	Car Jack

Before the stock is used it is recommended to print a **Stock Valuation** report and/or a **Theoretical Stock** report and check these to the count sheets to ensure all adjustments have been made correctly. You can re-run the **CK Stock Take** utility as often as required to complete all adjustments.

3.3 After the Stock **TAKE** has completed

Once complete a **stock transaction** will then be posted into the main live company as below, the main **in-stock quantity** fields on the **stock** and **warehouse** headers are updated also (along with the **Free Stock** quantities being recalculated too).

The image displays three windows of a software application for stock management:

- Stock Processing : FILTER001 - Engine Oil Filter GL3AC**: This window shows the product details: Description: Engine Oil Filter GL3AC, Sales Code: CONSO1 (Lease - Consumables), Supply Code: M210 (Purchases - Servicing), Category: CONS (Consumables), Profile: ITM1 (Single Items), and various price and quantity fields. It also shows VAT and Analysis settings.
- View**: This window shows the current stock levels for the product. It lists the Main Warehouse (BIN1) with an In Stock quantity of 30.00, Allocated quantity of 5.00, and a Free Stk. quantity of 25.00.
- Stock Transactions**: This window shows the transaction history for the product. It lists three entries:

Tran.Type	Trans.Date	Reference	Tran.Qty.	Balance	Cost Value	Sell Value
Alloc	20/11/2009	ORD00250	5.00	5.00	0.00	35.00
Receipt	04/12/2009	POR00116	10.00	10.00	0.00	0.00
Adjust	28/01/2011	AUTOADJ	5.00	5.00	0.00	0.00

The stock take adjustment transaction has a reference of **AUTOADJ** placed in the reference field for audit trail purposes.